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STATE OF COLORADO

THE CIVIL SERVICE COMMISSION

A Compilation of the Civil Service Law, Rules
and Regulations in Force on January 2, 1908,
with Other Information, Published by
Authority of the Civil Service
Commission.

COMMISSIONERS

HENRY VAN KLEECK, President

CHARLES R. BROCK

~~JAMES H. PERSHING~~

Urs. Sarah Platt Decker

OFFICE

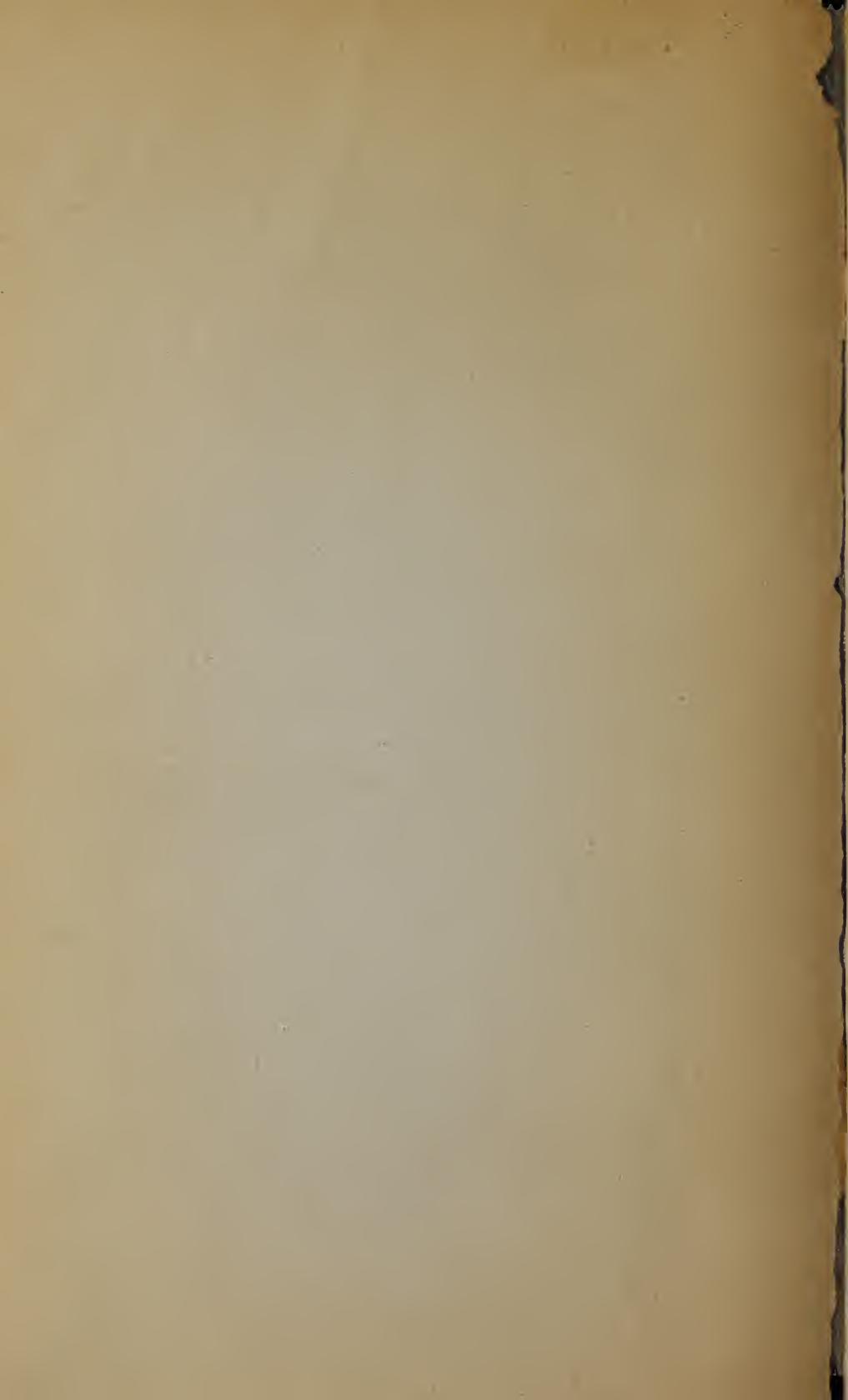
State Capitol, Denver, Colo.



DENVER, COLORADO

THE SMITH-BROOKS COMPANY, STATE PRINTERS

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PROMULGATING ORDER

At a meeting of the Civil Service Commissioners of the state of Colorado, held on the 10th day of December, 1907, the following resolutions were unanimously adopted:

Whereas, the following rules to carry out the purposes of an act of the Sixteenth Legislative Assembly of the state of Colorado, entitled "An Act in relation to Civil Service in State Institutions and Municipalities," approved March 30, 1907, having been adopted by the Commission, and duly submitted to the governor of the state of Colorado, on the 2d day of December, 1907, were by the governor duly approved on the 10th day of December, 1907, and transmitted to the Commission for promulgation:

Now therefore,

Be it resolved by the Civil Service Commissioners of the state of Colorado, that the following rules to carry out the purposes of said act in relation to civil service, be and they are hereby promulgated to take effect and be in force on the 2d day of January, A. D. 1908; and

Be it further resolved, that the secretary *pro tem.* of this Commission transmit a copy of these resolutions, together with a copy of said rules, to the secretary of state, with the request that he cause the same to be printed not less than ten days prior to January 2, 1908, in one or more newspapers published at the state capital, as required by law.

PREFACE

INSTRUCTIONS TO APPLICANTS FOR THE CLASSIFIED SERVICE.

I. General Suggestions.

These instructions should be carefully read, as they answer most of the questions which applicants ask. The Commission can not undertake to answer inquiries as to vacancies in the service, duties, salaries, prospect of appointment or promotion, or as to the course of preparation which applicants should follow, or inquiries relating to cases which are not officially before it for decision; nor can it decide, except in the case of actual applicants, questions respecting the application of the rules. Where no exceptions are specified none are allowed. Inquiries in regard to examinations and other business of this Commission should not be addressed to persons not connected with the Commission, as it only causes delay, and does not in any way assist the applicant. Such inquiries should be made directly to the Civil Service Commission, and preferably by calling in person at its office.

General
suggestions to
applicants.

The applicant should regard the service of the state as he would any private employment, and reject the notion that public service is easier, or more lucrative than like private service. Such impressions should not lead him from private work where a competent man is more completely his own master and can more freely mould his own future.

The information in this pamphlet will aid the applicant in deciding what place he can best fill. The number of applicants for ordinary places requiring no special qualifications is usually excessive and the chances of appointment are small, except for those attaining high

ratings, while for places needing special qualifications the number of applicants is usually small and the chances of appointment generally much better.

II. Obtaining and Filling Out Application Blanks.

Applications for examination or registration must be filed with Commission.

Applicants for examination and registration must file applications for the particular examination or registration which they seek, on a form furnished by the Commission, within the time advertised for that purpose, and receive official notice of the examination or registration before they can be examined or registered.

How obtained.

The application blank and instructions must be obtained by applying in person directly to the Commission, as blanks will not be sent to one person for the use of another.

No recommendations other than usual certificates received.

It is not necessary to seek the aid of any prominent or influential person to secure an application blank, examination or registration, and no recommendation other than those provided for in the application blank shall be filed with the Commission.

How to fill blank.

Full instructions for the execution of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions. A failure to do this causes delay and annoyance.

Certificates from three reputable citizens.

The certificates of three vouchers required in the application papers are of the utmost importance. Applicants should seek as vouchers men who have employed them or who have known them practically in their calling. The certificates of gentlemen of distinction in politics are of weight only so far as they show real or close knowledge of the candidates, and the Commission's action can in no way be biased by the political influence, real or supposititious, of the signers.

Good for one kind of examination.

An application will be good for only one kind of an examination, and if an applicant desires to take more

than one kind of examination he must file a separate application for each kind desired.

All applications which show the applicant to be ineligible for the examination or registration which he seeks, will be disapproved and retained in the files of the Commission. All applications which are defective in their execution and can be corrected by the applicant, will be returned for correction, but an application which has been twice returned for correction and is still found to be incomplete, will be disapproved. All unused applications will be cancelled after they have been on file one year.

When disapproved.

Defective to be returned.

When cancelled.

Applications which have been approved or disapproved and all examination papers of competitors form a part of the official records of the Commission and can not, under any circumstances, be returned to the applicants.

Part of official records.

III. Persons Who Will Not Be Examined, Registered or Certified.

No person shall be examined, registered or certified for a position:

Persons not examined, registered or certified.

1. Who has not paid the state treasurer the sum of one dollar and does not exhibit the treasurer's receipt therefor. This applies to all applicants except unskilled laborers.

Fee not paid to state treasurer.

2. Who has not, within the time limited by the Commission, filed an application upon the form prescribed for the particular examination or registration which he seeks and does not exhibit an official notice to appear for such examination or registration.

Application not filed.

3. Who is found to lack any preliminary requirement for the examination or service which he seeks.

Lacking any requirement.

4. Who is not within the age limit prescribed for the service which he seeks.

Not within age limit.

5. Who is physically unfit for the service which he seeks.

Physically unfit.

Intoxicating
beverages.

6. Who is addicted to the habitual use of intoxicating beverages to excess.

Crime or
disgraceful
conduct.

7. Who has been guilty of a crime or notoriously disgraceful conduct.

Dismissed for
delinquency,
etc.

8. Who has, within two years, been dismissed from the public service for delinquency or misconduct.

False state-
ments.

9. Who has intentionally made a false statement of any material fact or practiced, or attempted to practice, any deception or fraud in his application, or examination, or in securing eligibility or appointment.

Fraud.

IV. Examinations.

Examinations.
Notice of.

Official notice of the time and place of examination will be given to all candidates whose applications have been duly filed and approved.

Subjects and
weights.

The subjects of examination and their relative weights will vary with the requirements of the service for which the examination is held. Practical and oral tests may be given.

Physical.

Where physical capacity is of importance, a certificate from a reputable physician or a physical examination may be required.

Unskilled
laborers.

Unskilled laborers will not be examined for registration except as to age, residence, physical condition, ability to labor, sobriety, industry and experience, as to which the application with accompanying certificates will usually be sufficient evidence.

V. What Applicants Should Bring to Examination Room.

What should be
brought to
examination
room.

Persons taking the stenographer and typewriter examinations must provide themselves with typewriting machines and stands or tables; those taking the bookkeeper, draughtsman, or other examinations requiring the use of instruments, must furnish the instruments required. All competitors must provide themselves with pens, penholders, pencils, erasers, ink and blotters. Competitors should not bring any paper for use in the examination

VI. Rules Governing Competitors in Examination.

Subdivisions 1 and 3 should read as follows:

1. Before proceeding to answer the questions in the examination, you will fill out and sign a declaration sheet and seal the same in an official envelope. At the close of the examination this envelope and your papers shall all be marked by the examiner with an identical number to be known as your examination number. **YOU MUST NOT FILL IN THE BLANK PROVIDED FOR THIS NUMBER ON YOUR PAPERS.** If any name or other means of identification is found on any examination papers or envelope, the papers will not be examined.

* * * * *

3. Note in the proper blank spaces the place and date of the examination, and the time of commencing and completing each examination sheet.



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room, as sufficient blank paper will be furnished for all purposes.

Each applicant must present his notice of examination and a receipt for one dollar from the state treasurer to be admitted to the examination.

Notice of examination and state treasurer's receipt.

VI. Rules Governing Competitors in Examination.

The following is a copy of the regulations which are given to each competitor at the beginning of every examination:

Rules for the examination.

1. Your examination number will be found on the upper right hand corner of the declaration sheet which will be given you. Write this number in its appropriate place on this sheet for use on each sheet of the examination.

Your number.

2. See that each sheet received by you pertains to the kind of examination which you are taking, and take care that you do not omit any of the sheets, which must all be returned at the close of the examination. Competitors are held responsible for errors and omissions.

See that you have correct examination sheets and return them all.

3. Note in the proper blank spaces the name of the examination, the place and date of the examination, the examination number, and the time of commencing and completing each examination sheet.

Fill in blanks on each sheet.

4. You are not limited in time on any sheet, but you should gage your work so as to complete the examination within the prescribed limit of time. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

Time for examination.

5. Do not leave the room with a sheet before you are finished, for if you do the sheet will be taken up and will not be returned to you. Competitors are allowed to leave the examination room for luncheon on the completion of any sheet of questions, after 12 o'clock. No additional allowance of time will be granted on account of

Do not leave the room.

such absence. No competitor shall leave the room at any time without permission of the examiner.

Read printed instructions.

6. Read carefully the printed instructions on each sheet before commencing work thereon.

Back of sheet may be used.

7. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

Spoiled sheet.

8. An examination sheet spoiled by you can not be exchanged for another of the same kind.

Write in ink.

9. Perform all work on each examination sheet with ink.

Pencil when allowed.

10. Pencil and scratch paper may be used in preliminary work, except in spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner.

Scratch paper to be returned.

11. Use no scratch paper except that furnished by the examiner in charge and, on completing an examination sheet, hand him the scratch paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the scratch paper is collected, not for consideration in the marking, but for destruction.

No helps allowed.

12. No helps of any kind are allowed. Before the examination is commenced, hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions to be taken from the examination room.

No conversation.

13. All conversation or communication between the competitors during the examination is strictly prohibited.

Caution not to copy work of another.

14. CAUTION. Every competitor is cautioned not to attempt to copy from the work of any other competitor nor to permit any competitor to copy from his work or look over the sheets in his possession. All work, as soon as written, should be carefully covered with a blotter or turned over as the sheets are completed. Evidences of copying or collusion in an examination may result in the cancellation of the examination papers and in debarring those guilty from all future examinations.

15. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution. Explanations to whole class.

16. No unnecessary delay will occur in marking your papers, and you will be notified of your standing, whether you pass or fail, as soon as your papers are marked. You are requested not to increase the labors of the Commission by making inquiries in regard to your standing. No delay in marking.

VII. Notice of Standing to Competitors.

A notice of standing will be sent to each candidate examined whether he passes or not, as soon as practicable, after the papers are rated. The notice will show the general average obtained, which must be at least 70 per cent. to secure the entry of the candidate's name on the appropriate eligible list. Notice of standing.

VIII. When Period of Eligibility Begins and Ends.

The name of each successful candidate is entered upon the appropriate eligible list as soon as practicable after the completion of the rating of the papers. The period of eligibility on all lists is two years from the date of entering the name upon it, unless continued for a third year by the Commission. All persons will be notified when their eligibility has terminated. Period of eligibility. Two years. Continued third year.

IX. Change of Address.

Applicants and eligibles must keep the Commission informed of any change of postoffice address. A failure to do so will be treated as the fault of the applicant or eligible, and may result in his losing an opportunity of examination or appointment. Requests to have the address changed should be made by letter, and should state whether the applicant has been examined. Such letter should relate only to the change in address. All communications should be directed to the Colorado Civil Service Commission, State Capitol, Denver, Colo. Change of address. Must notify Commission.

RULES

(Note: The Civil Service Act is published entire herein, printed in bold face type, while the rules appear in lighter face.)

I.

ORGANIZATION AND POWERS OF THE COMMISSION.

Civil Service
Commissioners.
Appointment by
governor.

Civil Service Law, Section 1. As soon as this act shall go into effect, the governor shall appoint three persons as Civil Service Commissioners, to serve for six years, four years and two years, respectively, from the date of their appointment, and until their successors are appointed and qualified. Every alternate year thereafter the governor, with the consent of the senate, shall appoint one person, as the successor of the Commissioner whose term shall expire, to serve for the term of six years from the date of appointment and until a successor is appointed and qualified. Any vacancy shall be filled for the unexpired term by appointment by the governor. At no time shall more than two Commissioners be adherents of the same political party.

Term.
Vacancy.

Political
complexion.

Removal by
governor.

The governor may remove any Commissioner appointed under this act for incompetency, inefficiency, neglect or violation of its provisions, or of the rules in force hereunder, after first specifying in writing the cause of removal.

No com-
pensation.

Expenses paid.
President.

Section 2. The Commissioners shall serve without compensation, but shall be paid their traveling and other necessary expenses actually incurred in the discharge of their official duties. They may appoint one of their number president.

Secretary and
chief examiner.

Section 3. They may appoint a secretary who shall also be chief examiner, who shall superintend, under their direction, any examination under this act, and perform such other duties as they may prescribe. The secretary shall be paid a

salary not to exceed eighteen hundred dollars a year, and his necessary traveling expenses actually incurred in the discharge of his official duties. They may also employ such other clerical assistance as may be necessary to carry out the provisions of this act.

Salary.
Traveling
expenses.
Clerical
assistance.

Section 4. Whenever desirable, the Commissioners may designate one or more of their number to act as examiners, or one or more persons in the service of the state, or of any municipality affected by this act, with the consent of the head of the department, or office, in which said person is employed, who shall act as assistants to the Commissioners in any examination held under this act. All officers of the state or of any municipality affected by this act, shall assist the Commission in carrying out the provisions of this act.

Examiners.

Assistants in
examinations.
Public officers
must assist in
enforcing the
law.

Section 5. It shall be the duty of the Commission to investigate all alleged breaches of this act, and of its rules, and in the course of such investigation they, or any of them, or the secretary, may subpoena witnesses, administer oaths, compel the testimony of witnesses and the production of books, papers and records relevant to such inquiry, and it shall be the duty of any person so subpoenaed to appear and testify, and to produce such books, papers and records as are called for in such subpoena. The same compensation shall be allowed for the attendance of witnesses and the service of papers by officers, as is allowed by law in the district courts for the respective counties in which such investigations shall be held, and the Commission shall certify such amounts to the auditor of the state for payment from the fund which shall be appropriated for the purpose of carrying this act into effect.

Commission
investigate all
breaches of the
act.
Subpoena
witnesses.
Administer
oaths.
Compel testi-
mony and pro-
duction of
books, etc.
Witness fees.
Same as in
district courts.
Paid by audi-
tor of state.

Section 6. The secretary of state shall provide the necessary printing, stationery and postage, and a suitable and properly furnished office in the state capitol for the Commission. On the request of the Commission, the custodians of public buildings of the state, and of the municipalities affected by this act, shall make suitable provision for the work of the Commission.

Secretary of
state provide
supplies and
office in state
capitol.
Custodians of
public buildings
make provision.

Records of all proceedings and examinations.

Section 7. The Commission shall keep records of its proceedings, and of all examinations made by it, or under its authority. All records and documents filed with the Commission shall be preserved as public records and open to public inspection.

Biennial report to governor.

The Commission shall, on or before the 15th day of November preceding each regular session of the general assembly, make a report to the governor of its work during the two preceding years, including any rules adopted under the provisions of this act, and any suggestions for legislation to carry out its purposes, or to improve the public service. This report shall be printed and distributed as a public document.

Suggestions for legislation.

Distributed as public document.

Commission shall make rules to carry out the act.

Governor's approval.
Distribution.

Governor's failure to act in ten days.

Publication.

Section 8. The Commission shall make and enforce rules to carry out the purposes of this act, and may alter or rescind them. All rules and all changes and rescissions thereof shall be approved by the governor, and forthwith printed by the Commission for distribution, and one copy thereof sent to each officer, or board of officers, having the right to appoint or employ any person in the public service under this act. If the governor does not act on a rule or change in a rule within ten days after submission, then such rule or change shall become effective as though approved. The rules shall be printed in one or more newspapers published at the state capitol, and in any such publication a date shall be specified not less than ten days subsequent to the date of the publication, when such rules or changes shall go into operation.

The rules shall provide.

Section 9. The rules shall not be inconsistent with law, may be of general or limited application and, among other things, shall provide, as nearly as the conditions of good administration will warrant, as follows:

Classification.

First. For the classification of the offices, positions and employments to be filled.

Competitive examinations.

Second. For open and competitive examinations to test the practicable fitness of applicants.

Third. For appointment to positions requiring technical, professional or scientific knowledge or training, by non-competitive examination when necessary.

Non-competitive examinations for technical positions when necessary.

Fourth. For lists of eligibles based upon such examinations, from which all vacancies shall be filled, and for requisition and certification.

Lists of eligibles for appointment.
Requisition and certification.

Fifth. For periods of probation before appointment or employment is made permanent, during which probationers shall not be discharged, without consent of the Commission.

Periods of probation.

Sixth. For provisional, temporary and emergency appointments and employments; for transfers, re-appointments and re-instatements.

Appointments—Provisional, temporary, emergency; transfers, re-appointments, reinstatements.

Seventh. For increase of compensation and promotion, by successive grades upon ascertained merit, seniority in service and competitive examination. When practicable, vacancies shall be filled by promotion.

Promotions.
Vacancies filled by promotion.

Eighth. For suspension, reduction in grade or compensation, and discharge.

Suspension.
Reduction.
Discharge.

Ninth. For the registration and appointment of laborers, skilled and unskilled, according to priority of application and rating. The rating need not relate to more than capacity to labor, habits of industry, sobriety and honesty.

Registration and appointment of laborers.

Tenth. For non-competitive examinations when appropriate competitive examinations do not furnish an appropriate list of eligibles.

Non-competitive examinations.

(1) The Commission may prescribe regulations for the instruction of its officers and for the execution of these rules, and, subject to its direction, may grant to its president and secretary such general authority and responsibility in the administration of these rules as may not be inconsistent with the powers reserved to the Commission itself by the law or by these rules or vested directly in some other office. Said regulations must be submitted to the governor for his approval precisely as all rules are submitted for his approval.

Commission make regulations.

Authority of president and secretary.

Governor's approval of regulations.

II.

CLASSIFICATION.

Unclassified
service.
Boards or
Commissions
appointed by
governor.
Educational
institutions.
Municipalities.

Classified
service.
Employees of
Civil Service
Commission.
Officers and
employees in
state
institutions.
Cities of first
and second
class which
adopt act.
City and
county of
Denver.
Persons occu-
pying positions
to retain them.
Classification.

Civil Service Law, Section 11. All boards or Commissions appointed by the governor, and one employe of each of them, except of the Civil Service Commission; all officers and employes in educational institutions not reformatory or charitable in character; in municipalities, one employe of each elective officer, the corporation counsel and his professional assistants, shall form the unclassified service, and shall not be affected by this act.

Section 10. Except as specified in section 11, the classified service under this act shall include all employes of the Civil Service Commission, and all appointive officers and employes in state institutions, and in cities of the first and second class, whether organized under general law or special charter, whenever any such cities shall adopt this act as hereinafter provided. The city and county of Denver and any city organized under article XX. of the Constitution may avail itself of the provisions of this act. All persons occupying positions in the classified service when this act takes effect, shall retain their positions until removed therefrom under its provisions.

(1) All positions and employments under the Civil Service Commission and in the state institutions shall be divided into classes as follows:

Clerical service.

Class "A." Clerical Service.—All positions, the duties of which are of a clerical character and which are not otherwise specifically provided for herein.

Subdivision 1. Secretaries, adjutants, examiners, chief clerks.

" 2. Clerks, mail clerks.

" 3. Bookkeepers, accountants. purchasing agents.

" 4. Librarians.

" 5. Stenographers, typewriters.

" 6. Office boys.

Class "B." Medical Service.—All positions, the duties of which require medical or pharmaceutic knowledge.

Subdivision 1. Medical superintendents.

" 2. Physicians, surgeons.

" 3. Assistant physicians.

" 4. Pharmacists, apothecaries, druggists.

Class "C." Custodians.—All positions, the duties of which are the charge of property or persons, or as attendants, except as classified in Class "D."

Subdivision 1. Stewards, overseers, quartermasters.

" 2. Matrons, housekeepers, storekeepers, commissaries.

" 3. Cottage matrons, matrons in charge of children.

" 4. Boys' and girls' attendants or supervisors.

" 5. Foremen.

" 6. Janitors, watchmen, keepers, guards, turnkeys.

Class "D." Nursing Service.—Officers, attendants, nurses, etc., having care of the sick or insane.

Subdivision 1. Head nurses.

" 2. Trained nurses.

" 3. Head ward nurses.

" 4. Nurses and attendants.

Class "E." Teaching Service.—All positions, the duties of which are scholastic instruction or to educate or test the ability to instruct.

Subdivision 1. Principals of schools in the institutions which are subject to the provisions of this law.

" 2. Teachers in all branches, other than such as are otherwise specially provided in this classification.

Class "F." Engineers.—All positions where qualifications of an engineering or cognate character are required.

Subdivision 1. Chief engineers.

" 2. Assistant engineers.

" 3. Firemen.

" 4. Electrical engineers, dynamo tenders, electricians.

Mechanics and
craftsmen.

Class "G." Mechanics and Craftsmen.—All positions requiring special mechanical skill, or as craftsmen, not classed as laborers.

Subdivision 1. Mechanics and craftsmen whose duties shall be actual service as such.

" 2. Instructors in any handicraft or mechanical or other trade.

Agricultural
service.

Class "H." Agricultural Service.—All positions, the duties of which require agricultural or horticultural knowledge, including arboriculture and the breeding and care of domestic animals, or any similar knowledge or qualification.

Subdivision 1. Farmers.

" 2. Florists, gardeners.

" 3. Dairymen.

" 4. Stockmen.

Miscellaneous
positions.

Class "I." Miscellaneous positions, which term shall include all positions requiring expert or other qualifications not embraced in other groups in this class.

Subdivision 1. Musicians.

" 2. Drivers, hostlers.

" 3. Bakers, butchers.

" 4. Laundrymen, laundresses.

" 5. Cooks.

" 6. Other positions, except those specifically named in this classification as in other groups or hereafter included in them.

Unskilled
labor service.

Class "J." Unskilled Labor Service.

Subdivision 1. All positions of common labor to be filled by males.

Subdivision 2. All positions of domestic work or common labor to be filled by females.

(2) The omission in the above classification of any official designation or appellation of a position in the service shall not exclude such position from the classification, as it will be comprised in the class and subdivision to which it belongs by the general definition and specifications of such class and subdivision.

Omission in classification.

(3) The Commission may further subdivide, for the purpose of examination, the positions in any class, or subdivision thereof, so as to test practically the special qualifications requisite for such positions.

Further subdivision.

III.

FEES AND APPLICATIONS.

Civil Service Law, Section 12. Every applicant for examination, except unskilled laborers, shall pay the state treasurer the sum of one dollar, to be placed to the credit of the Commission, in a special fund for the purpose of defraying, so far as possible, the expenses to be incurred hereunder, and no one shall be examined until he or she exhibits the treasurer's receipt therefor.

Applicants must pay one dollar to state treasurer to the credit of Commission.

Can not be examined until paid.

(1) No person shall be admitted to examination or registration for a position in the classified service until he shall have filed an application under oath upon a form prescribed by the Commission, giving such evidence in regard to age, citizenship, character, physical and mental capacity, previous employment, training and fitness as the Commission may require. All applications must be filled out and signed in the handwriting of the applicant except that persons who are unable to write may have their application filled out by some other person, but must have their name identified by their mark, and said mark witnessed.

Application under oath.

Form and contents.

Filled out and signed in applicant's handwriting.

Persons who can not write.

(2) Every application shall bear the certificates of at least three reputable persons to the effect that they have personally known the applicant; that they have read

Three certificates of reputable persons required—contents.

his statement and believe it to be correct; that they know him to be of good character and reputation and that they will, upon request, give the Commission such further facts concerning him as they may possess.

Limits of time
for filing
application.

(3) The Commission may fix the limits of time between which applications for a given examination shall be presented; but such period shall in no case be less than ten days.

Defective
application
returned for
correction.

(4) A defective application shall be returned for correction and shall be accepted if returned in correct form before the date of examination.

Application
not accepted
account of age.

(5) No application shall be accepted unless the applicant is within the age limitations fixed by the Commission for entrance to the position to which he seeks to be appointed.

Certificate of
physical fitness.

(6) Where physical qualifications are necessary the Commission may require the applicant to file with his application a certificate of physical fitness from a reputable physician, or in its discretion may require the applicant to submit to examination before physical examiners appointed by the Commission.

Physical
examination.

Applications
to be dated,
numbered and
recorded.

Accepted
applications
not returned.

(7) Applications when presented shall be dated, numbered and recorded in the order of their receipt. An application that has been accepted and filed shall not be returned for any reason to the applicant.

IV.

EXAMINATIONS.

Examinations.
General
provisions.

Civil Service Law, Section 13. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

Commission
may refuse to
examine or to
certify an
applicant for
lack of any
preliminary
requirement.

The Commission may refuse to examine, or after examination, to certify, an applicant who is found to lack any preliminary requirement established by rule, for the exami-

* * * * *

nation or position for which he applies; or who is found physically unfit to perform the duties attaching to said position, or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime, or of infamous or notoriously disgraceful conduct; or who has within two years been dismissed from the public service for delinquency or misconduct; or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, or in his examination, or in securing his eligibility or appointment.

Physical
unfitness.
Excessive use
of intoxicating
beverages.
Crime or
notoriously
disgraceful
conduct.
Dismissal from
public service.
False
statements.
Fraud or
deception.

(1) Examinations shall be open to all those who comply with the requirements in regard to applications and fees and who are not debarred by the Commission for sufficient cause in accordance with section 13 of the civil service law.

Examinations,
to whom open.

(2) All examinations shall be public and shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service into which they seek to be appointed and may include special practical tests of fitness for any particular positions requiring scientific, professional and technical knowledge or manual skill.

Shall be public.
Scope of.
Practical tests.

(3) So far as practicable examinations shall be held periodically and the dates of examinations published at the beginning of the year.

Held
periodically.
Dates published
beginning of
year.

(4) All examinations shall be advertised at least two weeks prior to the final date for the receipt of applications by at least two insertions in one or more newspapers published in the state, or by such other methods as the Commission may elect. Notices of examination shall, at the same time, be posted in the office of the Commission and sent to the principal newspapers throughout the state and to all postmasters with a request that they be posted in their offices. The notice of examination shall set forth in each case (a) the title of the position, (b) the time and place of examination, (c) the date upon

Notice
published in
newspapers or
by other
methods.
Posted in office
of the
Commission.
Principal
newspapers.
All postoffices.
Contents of
notice.

which the receipt of applications will close, (d) such other information as the Commission may deem pertinent and necessary.

Competitive examinations. In Denver and each county having a state institution.

(5) Competitive examinations, except for the position of secretary and chief examiner of the Commission, shall be held simultaneously in the city of Denver and at a place to be selected by the Commission in each county of the state in which a state institution is located. If the Commission considers it desirable for the best interests of the service, examinations may be held at other places as well.

Also elsewhere.

Local board of examiners at each state institution.

(6) The Commission may designate three officials, one of whom shall be a physician, in connection with each state institution, to act as a local board of examiners and to perform such duties in connection with the administration of the civil service law as the Commission shall direct.

Subject and weight of examinations.

(7) The subject of examinations and the weight to be attached to each subject in marking shall be determined by the chief examiner, subject to the direction of the Commission.

Subjects—how marked. Average rating of 70 per cent. required for eligible list.

(8) Each subject shall be marked upon a scale of 100, which shall represent the maximum possible attainment. No person shall be placed upon the eligible list whose final average rating is less than 70 per cent.

Chief examiner may consult others in framing questions, but they must be kept absolutely secret.

(9) In preparing the questions to be used in an examination the chief examiner may consult with the head of the department or with experts, in regard to the duties of the position to be filled. But the questions actually to be used shall be kept absolutely secret in advance of the examination.

Examinations may be written or oral, or both.

(10) Whenever practicable the examinations shall be written, but the Commission may determine whether the examination shall be written or oral, or both, provided the same is decided upon in advance of the examination, and a written record is made of the oral examination.

(11) Medical and physical examinations, when deemed necessary, shall be conducted by physicians designated by the Commission, and a failure to pass such examinations shall absolutely debar a candidate from the eligible list. Medical and physical examinations.

(12) Whenever, in its opinion, any position to be filled in the competitive class has a fiduciary or executive character the Commission may require, as a part of the examination, such special certificates by reputable and responsible citizens as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper and expedient. All such special certificates shall be properly filed and retained as records in the office of the Commission. In fiduciary and executive positions. Special certificates may be required.

(13) When the position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond in such amount as the Commission may deem reasonable. In positions of fiduciary responsibility a bond may be required.

(14) Before proceeding to answer the questions in the examination each competitor shall be required to fill out and sign a declaration sheet, giving his full name and address and such other information as the Commission may require, and to seal the same in an official envelope. The envelope and the papers of the candidate shall be marked with an identical number. At the close of the examination the envelope shall be placed in a sealed package and deposited in a safe place, and the package shall be opened for the identification of the papers only after the marking has been completed on all the papers. Any paper bearing the name of the candidate, or any other identification mark, shall be rejected, and specific announcement of this fact shall be made at the commencement of the examination. Declaration sheet—contents of. Sealed in an official envelope. How marked. Deposited in safe place. Open for identification. Papers bearing name of candidate shall be rejected.

(15) Upon the completion of the marking each candidate shall receive notice of his rating, and shall, on application, subject to the regulations of the Commission, Notice of rating given each candidate.

sion, be permitted to see the eligible list and inspect his papers.

Review of
marking.

(16) No request for a review of the marking shall be entertained by the Commission unless made within ten days of the date when the notice as to the standing of the candidates is sent out, and no change in rating shall be made unless some manifest error shall appear on the face of the papers.

Change in
rating.

V.

ELIGIBLE LISTS.

Eligible lists.

Percentage
necessary.

Form of entry.

(1) The names of all candidates who receive a final average rating of 70 per cent. or over in the examination shall be placed on the appropriate eligible list in the order of their standing in the examination, and against each name shall be noted the date of examination, the date on which the name was entered on the list and the average rating.

When two
eligibles have
same rating.

(2) When two or more eligibles have received the same average rating the person first filing his application, or if the examination be for promotion the first appointed in the department, shall have priority.

Period of
eligibility two
years, may be
continued third
year.

Notice of
termination
sent all persons.

(3) A name will be removed from the eligible list at the expiration of two years, unless, in the judgment of the Commission, it is advisable that the names of all those whose eligibility is about to expire be continued on the list for a third year. Persons shall be notified when their eligibility has terminated.

VI.

REQUISITION, CERTIFICATION AND APPOINTMENT.

Appointing
power make
requisition upon
Commission.

Contents.

Must certify
highest name.

Civil Service Law, Section 15. Whenever there is an appointment to be made in the classified service under this act the appointing officer, or power, shall make requisition upon the Commission for the name of an eligible person, specifying the nature of the position to be filled, and upon receipt of such requisition the Commission shall certify the

name of the person standing highest upon the most appropriate list; and the person so certified shall be appointed. In case the requisition, or any law or regulation, shall designate sex, only that sex shall be certified; otherwise, sex shall be disregarded.

The person appointed.

Sex, if not specified, disregarded.

(1) The requisition shall state specifically the title and duties of the position to be filled, the compensation to be paid, and whether the position is to be filled permanently or for a temporary period.

Requisition, what it shall state.

(2) The Commission in making certification in response to such requisition shall give the full name and address and the average obtained in the examination of the person standing highest upon the most appropriate list, and shall immediately notify such person by mail of such certification, and the title and salary of the position to be filled. A certification shall remain in force for 15 days. If there be more than one vacancy to be filled the Commission shall certify as many names as there are vacancies, but appointments must be made in the order of standing on the eligible list.

Certification, what it shall contain.

Highest name on most appropriate list.

Notice sent person certified.

Duration of.

(3) The appointing officer must select for appointment on probation the person certified by the Commission, unless proof of his unsuitability for the reason specified in section 13, clause 3, of the Civil Service Law is submitted to the Commission, in which case the Commission may certify an additional name.

Person certified must be appointed unless unsuitable under the law.

When additional name may be certified.

(4) The person selected for appointment or promotion shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment or promotion for a probationary period of three months, during which period he shall not be discharged without the consent of the Commission. His retention in the service beyond the period of probation shall be equivalent to his absolute appointment.

Appointing officer must notify person selected.

Certificate of appointment or promotion on probation.

Name of person certified stricken from eligible list if appointment declined.
Exceptions.

(5) The name of any person certified as eligible for probationary appointment who shall decline such appointment shall be stricken from the eligible list unless such declination be for one of the following reasons: (a) residence in a county other than that in which the duties are to be performed; (b) insufficiency of the compensation offered; (c) temporary inability, physical or otherwise, the evidence of which must be acceptable to and approved by the Commission and set forth in its minutes.

Failure to accept considered a declination.

The failure of an eligible to accept an offer of appointment within one week next succeeding the mailing of notice of appointment shall be considered a declination.

When the name of the eligible next on the list may be certified.

On notification from an appointing officer that a person named in a certification has declined appointment, and on receipt of such declination in writing, or of evidence of the failure of such person to respond to a notice properly sent, such certification shall be completed by the addition of the name of the eligible next in order.

Appointment of person improperly certified revoked.

(6) If a person who is not entitled to certification is appointed, his appointment, upon due notification from the Commission, shall be revoked.

Persons shall perform duties of position to which appointed or promoted.
Temporary assignment to other duties without extra pay permitted.
Not longer than ten days without consent of Commission.

(7) All persons appointed or promoted in the classified service shall be assigned to, and perform the duties of, the position to which appointed or promoted. In case of exigency an employe may be temporarily assigned without extra pay to other than his regular duties. But no such assignment shall be for a period of more than ten days, without the consent in writing of the Commission thereto.

VII.

PROVISIONAL, TEMPORARY AND EMERGENCY APPOINTMENTS.

(1) Whenever there are urgent reasons for filling a vacancy for which no appropriate eligible list exists the Commission may authorize the appointing power to nominate a person for non-competitive examination, and if such person shall be certified as qualified, after such examination, he may be appointed provisionally for a period not to exceed sixty days. The Commission shall proceed at once to advertise and hold a competitive examination and upon completion of the eligible list the provisional appointment shall cease. In case the competitive examination does not furnish an appropriate eligible list the Commission may allow the provisional appointment to be made permanent.

Provisional appointments in case of no eligible list. How made. May be made permanent.

(2) Where there is a vacancy in any position in the classified service demanding peculiar and exceptional qualifications of a scientific, professional or educational character, and upon satisfactory evidence that for special reasons competition in such special case is not practicable, and that the position can be filled by the selection of some designated person of high and recognized attainment in such qualities, the Commission may authorize the appointing power to select a suitable person who shall be subject to examination and, if found qualified, certified for appointment.

Vacancy in a position of peculiar and exceptional qualifications in which competition is not desirable. How filled.

(3) Where there is a vacancy of an emergency character in a position in the classified service, and it is not practicable either to secure a person by certification from an eligible list or to conduct a non-competitive examination in the absence of such a list in time to meet such emergency, an appointment may be made without certification or examination, subject to the subsequent approval of the Commission, for a period not exceeding one week.

Emergency appointments. Duration.

Inmates of
state
institutions.

(4) Inmates of state institutions may be assigned by the lawful authorities, without examination or registration, to such minor duties in their respective institutions as they are fitted to perform.

VIII.

PROMOTIONS.

Promotion.

(1) A change in rank or grade shall constitute promotion. A material change in duties and in responsibilities shall be deemed a change in rank and an increase in salary beyond the limits fixed for the grade by clause 8 of this rule shall be deemed a change in grade.

Change in rank.

Change in
grade.

Vacancies filled
by promotion.

(2) Vacancies in positions in the classified service above the lowest rank or grade shall, so far as practicable, be filled by promotion from among persons in the same department, office or institution, who have held positions for at least six months in the next lower rank or grade.

Basis of
promotion.

(3) Promotion shall be based on (a) the competitive mental examination; (b) the comparative efficiency, character, conduct and seniority in service of the candidates for promotion, to each of which shall be given a weight of 50 per cent.

Efficiency
records to be
kept for each
employee.

Contents.

Must show
all punishments
and rewards.

Commission
furnish blanks
for monthly
records.

Annual
transcript of
records to be
made to the
Commission.

The departments, offices and institutions subject to the jurisdiction of the civil service law are hereby required to establish and maintain efficiency records for each classified employee, showing (a) the quantity of work performed, (b) the quality of work performed, (c) aptitude and capacity for initiative, (d) punctuality and attendance, (e) character and habits so far as they affect efficiency or trustworthiness. Such record shall also give a list of all fines and penalties imposed and all commendations bestowed. The Commission shall furnish blank efficiency records upon which the entries shall be made monthly by the immediate chief of the employee to be rated. In the first week of January of each year the head of the department shall certify and transmit to the

Commission a transcript or summary of such records for the preceding year. Such record shall be open to the inspection of the employe, under proper supervision.

Records open to inspection of employes.

(4) The Commission shall send to each person entitled to compete for promotion an application blank, upon which, if he desires to enter the examination, the candidate shall state in full his experience in the service and before entering the service as qualifying him to enter the examination. Such application shall be signed and sworn to, and may be given such weight as supplementing the efficiency record as the Commission shall see fit.

Application for promotion.

Contents.

Signed and sworn to.

(5) Examinations for promotion shall be ordered as often as may be necessary to meet or anticipate the needs of the service, and, so far as practicable, shall be held periodically.

Examinations for promotion.

(6) If the vacancy to be filled is in a position in Grade 4, or Grade 5, or Grade 6, or Grade 7, the Commission may, if it deems that on account of the executive ability required to fill the position promotion by competitive examination is impracticable and not for the best interests of the service, hold an original competitive examination without regard to the number of persons in the next lower rank or grade.

Commission may in certain cases hold an original competitive examination without regard to the number of persons in next lower rank or grade.

(7) The examination shall be conducted, the eligible list drawn up and requisition, certification and appointment made in the same manner as prescribed for original appointment in Rules IV, V and VI.

Examinations, and all subsequent procedure, same as in original appointments.

(8) The grades for all departments, offices and institutions shall be the following:

Grades for entire classified service.

Grade 1. All positions, the compensation of which is at the rate of not more than four hundred dollars per annum.

Annual compensation not more than \$400.

Grade 2. All positions, the compensation of which is at the rate of more than four hundred dollars and not more than seven hundred dollars per annum.

\$400 to \$700.

\$700 to \$1,000.	Grade 3.	All positions, the compensation of which is at the rate of more than seven hundred dollars and not more than one thousand dollars per annum.
\$1,000 to \$1,500.	Grade 4.	All positions, the compensation of which is at the rate of more than one thousand dollars and not more than fifteen hundred dollars per annum.
\$1,500 to \$2,000.	Grade 5.	All positions, the compensation of which is at the rate of more than fifteen hundred dollars and not more than two thousand dollars per annum.
\$2,000 to \$2,500.	Grade 6.	All positions, the compensation of which is at the rate of more than two thousand dollars and not more than twenty-five hundred dollars per annum.
More than \$2,500.	Grade 7.	All positions, the compensation of which is at the rate of more than twenty-five hundred dollars per annum.

Value of maintenance in state institutions. For purposes of this section, full maintenance in state institutions shall be valued at \$150.00 per annum.

IX.

TRANSFERS.

Transfers. (1) A person who has been permanently appointed to a position in the classified service may be transferred, with the consent of the Civil Service Commission and of the heads of departments affected thereby, to a similar position in the same class, subdivision and grade, but no transfer shall be made to a position which, in the opinion of the Commission, can be adequately filled by promotion.

When allowed.

X.

REINSTATEMENTS.

Reinstatements. (1) Any person who has held a position by appointment under the Civil Service Rules, and who has been separated from the service through no delinquency or

misconduct on his part, may be reinstated without re-examination in a vacant position in the same class, subdivision and grade within one year from the date of such separation; Provided, That for original entrance to the position proposed to be filled by reinstatement there is not required by these rules, in the opinion of the Commission, an examination involving essential tests or qualifications different from or higher than those involved in the examination for original entrance to the position formerly held by the person proposed to be reinstated. The names of such persons shall be entered upon lists of separated appointees in the order of their original appointment and shall remain there for a period of one year, and upon notice of a vacancy in the same or a similar position in any department or institution, names from such list of separated appointees shall be certified to the appointing officer in preference to names from the eligible lists.

When allowed.

Within one year.

Lists of separated appointees.

Names on such lists to have preference to those on eligible lists.

(2) Leave of absence without pay may be granted by the head of department where such absence does not exceed one month or, in case of sickness, six months, but the Commission, in exceptional cases, the circumstances of which shall be stated in its minutes, may extend such periods, not, however, to exceed one year.

Leave of absence.
Duration.

(3) Absence without leave for a period of five days, unless it can be subsequently shown that such absence was unavoidable, may be construed as a resignation.

Absence without leave.

XI.

SUSPENSION, REDUCTION AND DISCHARGE.

Civil Service Law, Section 16. Discharges from the classified service, or reduction in grade or compensation, or both, may be made for any cause not political or religious, which may promote the efficiency of the service, but such cause shall be specifically stated in writing by the authority making the discharge or reduction; and the person to be discharged or reduced shall be furnished a copy of the specific-

Discharges.

Reduction in grade or compensation.

When allowed.

Procedure.

Specifications to be given employe.

Time to answer. Papers a part of the record of that division of the public service. Copies of papers filed with the Commission. Suspension for thirty days.

cations, and be allowed a reasonable time to file an answer thereto. A copy of the order of discharge or reduction, the specification and answer shall be made a part of the record of the division of the civil service in which the discharge or reduction is made, and copies of these papers shall be filed by the said authority with the Commission immediately on being issued or received.

(1) The heads of departments may, for cause specified in writing and filed with the Commission, suspend subordinates without pay for a reasonable period, not to exceed thirty days.

Written specifications must be served on employee. Have five days to answer.

(2) A statement of the cause for discharge from the classified service, or reduction in grade or compensation, shall be served on the employe, or in case of absence from duty, shall be mailed to him. The employe shall be allowed at least five days from the date of service or mailing in which to file an answer.

SPECIAL PROVISIONS FOR EMPLOYMENT OF UNSKILLED LABORERS (CLASS J).

Local board of examiners at each state institution. Board of registration. Period of registration.

(1) The local board of examiners at each state institution shall serve as a board of labor registration. The board shall establish separate registration lists for the different kinds of unskilled labor and shall register applicants thereon in the order in which they apply. A name shall be stricken from the list at the expiration of two years.

Commission shall require applicants to furnish evidence or be examined as to certain facts.

(2) The Commission shall require an applicant to furnish such evidence or to pass such examination before the board of registration as they may deem proper with respect to his age, residence, physical condition, ability to labor, sobriety, industry and experience in the employment for which he applies.

Certification and appointment.

(3) Certification and appointment shall be made in the manner prescribed by Rule VI, except that the probationary period for unskilled labor shall be one month.

(4) A laborer discharged from the service shall receive a discharge card from the officer under whom he was working, stating the position in which he was last employed and certifying that his conduct and capacity were "good," "fair" or "poor." In case he received a rating of "good" for both conduct and capacity he shall be registered on a preferred list for reinstatement in the same or a similar position, and his name shall remain on such list for a period of two years. If rated as "poor" in either conduct or capacity he shall not be allowed to register again for a period of two years, except by special permission of the Commission for reasons to be stated in its minutes.

Discharge cards to be furnished.
What to contain.
If rated "good" shall be registered on preferred list for reinstatement for two years.
If rated "poor" shall not be allowed to register again for two years.

XIII.

THE PUBLIC ROSTER AND CERTIFICATION TO AUDITORS.

Civil Service Law, Section 19. The Commission shall maintain in its office as a public record a complete roster of all persons in the Civil Service affected by this act. The roster shall show in connection with each name the date of appointment, employment, promotion, reduction or reinstatement, the compensation, title of the position, and the nature of the duties thereof, and the date and causes of any termination of such employment.

Commission shall keep a roster of all in classified service.
What it shall show.

Section 20. All officers, boards and Commissioners of the state and of any municipality affected by this act shall furnish all reasonable information, upon request, for said roster, and report immediately to the Commission every change occurring in any office, position or employment covered by this act.

Public officers shall furnish information for this roster and report all changes.

Section 21. The Commission shall certify to all auditing officers or boards affected by this act the name of every person in the classified service for whom it is the duty of such auditing officers or boards to issue a warrant, stating in each case the character and date of commencement of service, compensation and any change in such service. No auditing officer or board, as aforesaid, shall issue a warrant

The Commission shall certify to all auditing officers name of every person in classified service to whom a warrant shall issue.

No warrant shall be issued to any such person not certified.

Payments made contrary to this act may be recovered from any officer signing such warrant, or from the sureties on his bond.

for the payment of any compensation to any person in the classified service not so certified. Any payments contrary to the provisions of this act, and of the rules hereunder, may be recovered from any officer or member of a board signing or counter-signing warrants therefor, or from the sureties on the official bond of such person or persons, in an action brought by the state, or any municipality affected by this act, or by any tax payer for the use of the same.

XIV.

GENERAL PROVISIONS OF THE LAW.

Political or religious opinions or affiliations shall not influence appointments.

Civil Service Law, Section 13. No statement in any application, recommendation, or question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to office, or employment within the scope of this act, shall be in any manner affected or influenced by such opinions or affiliations.

Corrupt practices in examinations defined and forbidden.

Section 14. No person shall wilfully or corruptly, by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect to his or her right of examination, or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing, or make any false representation concerning the same, or concerning the person examined, or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, or to be examined, or impersonate another person, or permit or aid another person to impersonate him in any application, examination or registration.

Impersonation of another forbidden.

Persons in the public service are not obliged to contribute to any political fund or to render political service.

Section 17. No person in the public service shall, for that reason, be under any obligation to contribute to any political fund, or to render any political service, and shall not be removed or otherwise prejudiced for refusal to do so.

They shall not be prejudiced for not doing so.

No officer or employe of the state, or of any municipality, shall discharge, promote, degrade, or in any manner change the official rank or compensation of any other officer or em-

ploye, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money or other valuable thing, for any political purpose, or for any political reason whatsoever.

Section 18. No person while holding any public office or employment in the service of the state, or of any municipality, or in nomination for, or while seeking a nomination or appointment for, any office, shall corruptly use, or promise to use either directly or indirectly any official authority or influence, whether then possessed, or anticipated, in the way of conferring upon any person, or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, or to interfere with any election, upon the consideration or condition that the vote or political influence, or the action of the last named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

Corrupt use of political influence forbidden.

Section 22. Any person occupying any position in the service of the state, or of any municipality affected by this act, who shall violate any of the provisions of this act or the rules hereunder, shall be discharged from such position and shall be ineligible to reinstatement therein, or appointment to any other branch of the public service for two years thereafter.

Penalty for violation of this act or rules by any one in the public service.

Section 23. Whoever makes an appointment to office or selects a person for employment, contrary to, or wilfully refuses or otherwise neglects to comply with, the provisions of this act, or of any rule hereunder, shall be deemed guilty of a misdemeanor and for each and every offense, shall, upon conviction, be punished by a fine of not less than one hundred dollars, nor more than fifteen hundred dollars, or by imprisonment for a term not less than one month, nor more than one year, or by both fine and imprisonment.

Penalty for the violation of the act or rules.

Section 24. Any city of the first or second class, whether organized under general law or special charter, may adopt the provisions of this act in the manner following:

Cities of the first and second class may adopt this act.

Council may submit question upon petition of fifteen per cent. of bona fide residents.
At general or special election.

Election conducted same as if for municipal officers.

Election notice, what to contain.

Separate ballots.

Form of ballot.

How voted.

Separate ballot boxes.

If majority of all votes cast are in favor the act and rules go into force and effect in said city.

Clerk of city must certify results to Commission.

Repealing clause.

The council may, and upon the petition of bona fide residents in number not less than 15 per cent. of the last preceding vote for mayor, shall submit the question of adopting the provisions of this act to a vote of the qualified electors at the next general election for municipal officers, or at a special election which the council may call for such purpose. The signatures to such petition shall be acknowledged before a notary public, and need not all be on one paper. The election shall be called and held, and the vote counted and canvassed, and the result determined and certified, in all respects as nearly as may be in accordance with the provisions of law now governing the election of municipal officers in said city. The election notice shall state that the purpose of the election is to ascertain whether or not the city will adopt the provisions of this act, and that the election is held thereunder. All persons voting on the question submitted at such election shall vote by separate ballot prepared substantially in the manner and form in which official ballots are prepared for the election of municipal officers in said city, and shall have printed thereon the words "For the merit system" and "Against the merit system," and the voter shall designate his choice by placing a cross (X) opposite the proposition of his choice, in the manner now provided by law for voting upon amendments to the Constitution of the state of Colorado. The ballots shall be deposited in a separate ballot box in each polling place provided by the city for that purpose. If, upon the official determination of the result of such election, it appear that a majority of all the votes cast are in favor of the adoption of the provisions of this act, then this act and all rules made thereunder shall immediately thereafter be in full force and effect in said city, and the clerk of the city shall immediately certify the result of said election to the Civil Service Commission.

Section 25. All acts and parts of acts inconsistent with the provisions of this act are hereby repealed.

Note.—Except where fixed by statute, the salaries in the various institutions are subject to change.

SCHEDULE

Of officers and employes in State Institutions
which are affected by the Act in
relation to Civil Service

COLORADO STATE PENITENTIARY,

CANON CITY.

Salary.

	Per month.	Per year.
1 Warden	\$208.33 1-3	\$2,500.00
1 Deputy warden	125.00	1,500.00
1 Chief clerk	125.00	1,500.00
1 Physician	100.00	1,200.00
1 Chaplain	83.33 1-3	1,000.00
1 Mail clerk	75.00	900.00
1 Bookkeeper	75.00	900.00
1 Matron	65.00	780.00
1 Night matron	40.00	480.00
1 Captain of guards.....	100.00	1,200.00
1 Night captain	100.00	1,200.00
1 Lieutenant of guards.....	100.00	1,200.00
1 Assistant night captain.....	65.00	780.00
4 Cell house keepers.....	65.00	780.00
4 Night cell house keepers.....	65.00	780.00
7 Night guards	60.00	720.00
2 Horse guards	55.00	650.00
15 Guards	50.00	600.00
1 Midway keeper	60.00	720.00
3 Gate keepers	60.00	720.00
1 Turnkey	60.00	720.00
1 Overseer stone work	100.00	1,200.00
1 Overseer tailor shop	75.00	900.00
1 Overseer blacksmith shop	75.00	900.00

SCHEDULE.

Colorado State Penitentiary—Continued,
Canon City.

	Salary.	
	Per month.	Per year.
1 Overseer carpenter shop	75.00	900.00
2 Overseers of farm.....	70.00	840.00
1 Overseer of farm	60.00	720.00
1 Overseer of gardens	60.00	720.00
1 Overseer of lime kilns	60.00	720.00
1 Overseer wash house	60.00	720.00
1 Overseer stone quarry	60.00	720.00
1 Overseer road gang	60.00	720.00
1 Overseer road work	60.00	720.00
1 Overseer spall gang	60.00	720.00
1 Steward	75.00	900.00
1 Hospital steward	75.00	900.00
1 Commissary	60.00	720.00
1 Engineer	100.00	1,200.00
1 Electrician	80.00	960.00
1 Barn superintendent	70.00	840.00

The foregoing salaries include maintenance at the institution with the exception of the deputy warden, who has house rent but no subsistence.

COLORADO STATE REFORMATORY,
BUENA VISTA.

	Salary.	
	Per month.	Per year.
1 Warden	\$208.33 1-3	\$2,500.00
1 Deputy warden	100.00	1,200.00
1 Clerk	75.00	900.00
1 Engineer	75.00	900.00
1 Stone and brick mason.....	75.00	900.00
1 Carpenter	70.00	840.00
1 Yard master	70.00	840.00
1 Blacksmith	65.00	780.00
1 Shoemaker	65.00	780.00
1 Stonecutter	65.00	780.00
1 Stockman	60.00	720.00

Colorado State Reformatory—Continued,

Buena Vista.

Salary.

Per month. Per year.

1 Farmer	60.00	720.00
1 Gardener	60.00	720.00
8 Guards	60.00	720.00
1 School teacher	60.00	720.00
1 Physician { minimum.....	50.00	600.00
{ maximum.....	75.00	900.00
1 Stenographer	40.00	480.00
1 Chaplain	23.00	296.00

The foregoing salaries include maintenance at the institution with the exception of the physician and chaplain.

COLORADO STATE INSANE ASYLUM,

PUEBLO.

Salary.

Per month. Per year.

1 Medical superintendent..	\$250.00	\$3,000.00
1 Man assistant physician.....	100.00	1,200.00
1 Woman assistant physician.....	50.00	600.00
1 Steward and druggist.....	125.00	1,500.00
1 Chief engineer	80.00	960.00
1 Assistant engineer	50.00	600.00
1 Fireman	40.00	480.00
1 Carpenter	60.00	720.00
1 Chief laundryman	50.00	600.00
1 Assistant laundryman	30.00	360.00
4 Laundresses	20.00	240.00
1 Superintendent farm and garden.....	50.00	600.00
1 Gardener	40.00	480.00
1 Dairyman	35.00	420.00
1 Hostler	30.00	360.00
1 Man chief cook.....	55.00	650.00
1 Woman chief cook.....	40.00	480.00
1 Woman assistant cook.....	40.00	480.00
1 Woman assistant cook.....	25.00	300.00
1 Matron	60.00	720.00
1 Seamstress	35.00	420.00

SCHEDULE.

Colorado State Insane Asylum—Continued,

	Pueblo.	Salary.	
		Per month.	Per year.
1 Dining room girl.....		15.00	180.00
1 Domestic		25.00	300.00
1 Janitor		25.00	300.00
1 Man chief nurse.....		60.00	720.00
12 Men ward nurses.....		30.00	360.00
1 Man ward nurse.....		35.00	420.00
1 Man ward nurse.....		33.00	396.00
2 Men night watches.....		40.00	480.00
1 Man night watch.....		33.00	396.00
1 Man night watch.....		25.00	300.00
1 Woman chief nurse.....		40.00	480.00
6 Women ward nurses.....		30.00	360.00
7 Women ward nurses.....		25.00	300.00
2 Women night watches.....		33.00	396.00
9 Men ward nurses.....		25.00	300.00
1 Man baker		60.00	720.00
1 Man kitchen helper.....		25.00	300.00

The foregoing salaries include maintenance at the institution.

STATE INDUSTRIAL SCHOOL FOR BOYS,

GOLDEN.

	Salary.	
	Per month.	Per year.
1 Superintendent	\$208.33 1-3	\$2,500.00
1 Chief clerk and band master.....	85.00	1,020.00
1 Chaplain, Denver parole officer.....	75.00	900.00
1 Physician	50.00	600.00
1 Principal of schools and matron.....	50.00	600.00
1 General matron	40.00	480.00
1 Teacher and matron of cottage.....	35.00	420.00
1 Teacher, day and night, and matron of chapel....	38.33 1-3	460.00
1 Teacher, wood working, manual training and penmanship, relief.....	75.00	900.00
1 Teacher, typewriting and stenography.....	50.00	600.00
1 Gardener, general policing, commander Co. A....	70.00	840.00

SCHEDULE.

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State Industrial School for Boys—Continued,

	Golden.	
	Salary.	
	Per month.	Per year.
1 Gardener, commander Co. B.—subject to increase	50.00	600.00
1 Blacksmith, commander Co. C.....	70.00	840.00
1 Shoemaker, commander Co. D.....	70.00	840.00
1 Mason, commander Co. E.....	75.00	900.00
1 All-round man and relief, commander Co. F.....	70.00	840.00
1 Engineer, machinist and plumber.....	75.00	900.00
1 Baker and relief work.....	50.00	600.00
1 Printer and night teacher.....	68.33 1-3	820.00
1 Overseer barns, live stock and teaming.....	50.00	600.00
1 Nurse, other work when no sick.....	35.00	420.00
1 Florist and relief work.....	40.00	480.00
1 Tailor and relief work.....	60.00	720.00
1 Captain, night watch, charge incubators.....	40.00	480.00
1 Night watchman, 8 months; irrigator, 4 months..	35.00	420.00
3 Night watchmen, inside.....	30.00	360.00
1 Matron of main building.....	25.00	300.00
1 Cook	40.00	480.00
1 Matron, dining rooms.....	40.00	480.00
1 Pianist, one dollar per Sunday.....	4.33 1-3	52.00
1 Pueblo parole officer.....	10.00	120.00
1 Laundryman, relief work.....	50.00	600.00

The foregoing salaries include maintenance at the institution with the exception of the physician, chaplain, pianist and Pueblo parole officer.

STATE INDUSTRIAL SCHOOL FOR GIRLS,

MORRISON.

	Salary.	
	Per month.	Per year.
1 Superintendent	\$100.00	\$1,200.00
1 Assistant superintendent	60.00	720.00
1 Stenographer, bookkeeper and storekeeper.....	45.00	520.00
1 School teacher	50.00	600.00
1 Matron of laundry.....	35.00	420.00
1 Nurse	35.00	420.00

SCHEDULE.

State Industrial School for Girls—Continued,

Morrison.

Salary.

	Per month.	Per year.
2 Head matrons of cottages.....	40.00	480.00
2 Assistant matrons of cottages.....	35.00	420.00
1 Dormitory matron and sewing teacher.....	35.00	420.00
1 Foreman of farm.....	60.00	720.00
1 Assistant foreman of farm.....	60.00	720.00
1 Consulting physician	15.00	180.00
1 Denver parole officer.....	10.00	120.00

The foregoing salaries include maintenance at the institution with the exception of the physician and parole officer.

COLORADO SCHOOL FOR THE DEAF AND THE BLIND,

COLORADO SPRINGS.

Salary.

	Per month.	Per year.
*1 Superintendent	\$166.66 2-3	\$2,000.00
1 Office assistant	45.00	540.00
1 Head teacher oral department.....	75.00	900.00
*1 Teacher of deaf.....	91.66 2-3	1,100.00
*4 Teachers of deaf.....	72.91 2-3	875.00
*1 Teacher of deaf.....	68.75	825.00
1 Teacher of deaf.....	66.66 2-3	800.00
*1 Teacher of deaf.....	63.75	765.00
1 Teacher of deaf.....	41.66 2-3	500.00
*1 Teacher of deaf-blind.....	60.41 2-3	725.00
*1 Teacher of deaf-blind.....	58.33 1-3	700.00
*1 Teacher of blind.....	116.66 2-3	1,400.00
*2 Teachers of blind.....	72.91 2-3	875.00
1 Teacher of blind.....	54.16 2-3	650.00
*1 Teacher of music and tuning.....	93.75	1,125.00
1 Teacher of music.....	54.16 2-3	650.00
*1 Teacher of violin.....	40.00	480.00
*1 Teacher of sloyd—domestic science.....	54.16 2-3	650.00
*1 Teacher of physical culture.....	40.00	480.00
*1 Teacher of carpentry.....	83.33 1-3	1,000.00

Colorado School for the Deaf and the Blind—Continued,
Colorado Springs.

	Salary.	
	Per month.	Per year.
*1 Teacher of printing.....	66.66 2-3	800.00
*1 Teacher of broom and mattress making.....	80.00	960.00
*1 Teacher of shoemaking.....	65.00	780.00
1 Teacher of sewing (deaf).....	29.16 2-3	350.00
*1 Teacher of sewing (blind).....	41.66 2-3	500.00
1 Matron	41.66 2-3	500.00
1 Matron (girls).....	33.33 1-3	400.00
1 Supervisor (girls).....	26.25	315.00
2 Supervisors (boys).....	26.25	315.00
1 Supervisor and storekeeper.....	30.00	360.00
1 Nurse	30.00	360.00
*1 Engineer	85.00	1,020.00
*1 Night watch.....	40.00	480.00
1 Gardener	50.00	600.00
1 Fireman	35.00	420.00
1 Hostler	35.00	420.00
1 Cook	65.00	780.00
1 Assistant cook.....	30.00	360.00
1 Baker	40.00	480.00
1 Laundress	40.00	480.00
1 Assistant laundress.....	35.00	420.00
*1 Dairyman	45.00	520.00
*1 Janitor	45.00	520.00
2 Laborers	30.00	360.00
1 Dining room girl.....	30.00	360.00
5 House girls	25.00	300.00

The foregoing salaries include maintenance at the institution, with the exception of those indicated with an asterisk (*).

SCHEDULE.

**STATE HOME FOR DEPENDENT AND NEGLECTED
CHILDREN, DENVER.**

	Salary.	
	Per month.	Per year.
1 Superintendent	\$140.00	\$1,680.00
1 State agent.....	70.00	840.00
1 Domestic science teacher.....	60.00	720.00
1 Clerk, bookkeeper, stenographer.....	35.00	420.00
1 Seamstress	25.00	300.00
1 Matron, nursery.....	25.00	300.00
2 Matrons (boys).....	25.00	300.00
1 Matron (girls).....	25.00	300.00
1 Relief officer.....	20.00	240.00
1 Manager dining room.....	20.00	240.00
1 Laundress.....	40.00	480.00
1 Cook	35.00	420.00
1 Nurse, care of hospital.....	30.00	360.00
1 Janitor and fireman.....	25.00	300.00
1 Repairer, general chores.....	20.00	240.00
1 Farmer	30.00	360.00
1 Fireman and gardener.....	50.00	600.00

The foregoing salaries include maintenance at the institution with the exception of the state agent and teacher of domestic science.

**SOLDIERS' AND SAILORS' HOME,
MONTE VISTA.**

	Salary.	
	Per month.	Per year.
1 Commander	\$125.00	\$1,500.00
1 Adjutant and bookkeeper.....	100.00	1,200.00
1 Physician	75.00	900.00
1 Quartermaster and commissary.	30.00	360.00
1 Hospital steward.....	60.00	720.00
1 Hospital night nurse.....	50.00	600.00
1 Cook	25.00	300.00
1 Chaplain	10.00	120.00

The foregoing salaries include maintenance at the institution with the exception of the physician and chaplain.

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